

ELEMENTARY INSTRUCTIONAL AIDE

Job Description

General Description: To assist classroom teacher in the general supervision and management of the children.

Reports to: Supervising Teacher and Elementary Principal directly and indirectly to all authorities to whom the Elementary Principal is subject.

Requirements:

- Born-again Christian.
- Credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Bible.
- Able to accept and support the school's Doctrinal Statement without reservation.
- Have an understanding of and commitment to UCA's educational objectives and philosophy of education.
- Willing to fulfill responsibilities in accordance with the school's educational philosophy.
- Member of an evangelical Christian church.
- Minimum of 18 years of age.
- Preferred applicant to be in the process of becoming professionally prepared to supervise young children, and meet the requirements of the licensing agency.
- Have a warm and friendly personality, be sensitive to the feelings and needs of others, have patience, be able to relate well to children and employees.
- Able to speak, read, and write English fluently.

Responsibilities – Including, but not limited to, the following:

1. Assist in the implementation of the daily program under the direction of the teacher.
2. Assist in planning and preparing the learning environment, including set up and tear down of classroom as needed, setting up learning centers and preparing needed materials and supplies. This will require some heaving lifting, pushing and pulling.
3. Supervise the classroom when the teacher is out of the room.

4. Help with general housekeeping and kitchen tasks.
5. Assist the teacher in any other appropriate ways.
6. Maintain professional attitude and loyalty to the school.
7. Treat all children with dignity and respect.
8. Participate in professional workshops that work for the improvement of early childhood education.
9. Maintain confidentiality about children, their families, and other employees outside the school.
10. Supervise outside playground activities.
11. Help with the operations of audio/visual aids (projectors, etc.).
12. Follow directions given by head teacher or immediate supervisor.